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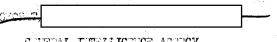
- 1. There is much improvisation in the handling of the affairs of the Central Commercial Bureau of UTIA. Tith the exception of Soviet key personnel, USIA employees perform all kinds of tasks not ordinarily related to their official positions. For example, an employee whose job is buying spends as much, and even more time, selling, and is also called upon occasionally to render technical assistance to Soviet commercial rersonnel.
- 2. An important feature of the USIA organizational setup are the weekly Saturday corning restings, held at the Central Administration, Vienna I, Trattner-hof. Division chiefs who head such sections as the Construction Division, listallurgical Division etc. meet every Saturday remains with the general mapagers of the various plants under their control. Graphic presentations and charts are prepared in advance for these nestings. Financial problems are also brought up, especially in the case of plants which find themselves unable to meet payroll requirements out of their own resources. Division chiefs are able to transfer money from one plant under their control to another one on a permanent or loan basis. Usually two or three hours are devoted to these meetings, after which all division chiefs report to the Chief of USIA, at which session a complete briefing on the state of business is imported to the general manager of all USIA enterprises.

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The chain of command with regard to UMA sales and nurchases is as follows: all orders for commercial transactions have to be cleared and are discussed with the general manager (at present bederkin). On all orders pertaining to the purchase or sale of noterials, the signature of a second Soviet official is required. The position of the second Soviet official signing the order does not seem to be of importance, but Sekun and now Afdeyev as leputies to Dederkin usually act as co-simers. The came holds true for the signing of sales contracts, with the exception that in this case the certifying second Soviet official does not actually affix the signature to the sales contracts, but witnesses the signature of the first Soviet official. After the signing of the above-mentioned order, the national desk passes and processes the order, and a copy of it goes to the "Konjunktur Abteilung" for statistical recording.

4. In case of purchase orders originating with satellite trade minsions in Vienna, orders are usually transmitted from them to the Central Commercial Bureau of

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WSIA by 1 tter, or through a visit of one of their officials. In many cases, representatives of the Superian, Casch, Polich and Rummian trade delegations do not call on the Chief of the USIA Central Commercial Burgay, but on the Coviet official beating the national desi: involved in trading with the visitor's country. On the other band, if the Control Correroial Sursay of VIIA wents to offer correlation to the various patellite misclons, it is usual for the Chief of the Control Commercial Dureau to draft letters, containing the offers, with prices, delivery dates, etc. which are then sent to the missions interested.

5. In the case of purchase orders originating with the Soviet Trade organizations, the chain of commend runs as follows:

> Soviet trust or trude organization (by cable or letter) the first that the second sectors and sectors and sectors the second section is to the section of the sectors and the section of the section is the section of the section Soviet Trade Delecation, Vienna, Mobilelena (by letter or rersonal visit)

> > Contral Commercial Office

If, for instance, a Coviet trust mishes to nurchuse some equirmone in Austria, the procedure would be as follows: The Joviet purchasing organization in the USR, which is interested in the equipment, conds a resolved request, or a request for a quotation, to the local Covist Trade Delagation, Vienna IV, Wohllebengage by letter or cable. The Trade Delegation in Vienna then writes a letter directly to the Central Cornercial Bureau with a request for a quotation and an approximate delivery date. The letter is received by the chief of the Central Correctal Bureau the calls first on USIA firms which conceivably might be able to furnish this material, and at the same time tells one of his subordinates to scout for quotations for such equipment on the local rarket.

- The Coviet Trade Delevation is in no position to issue orders to USIA or demand any preferential treatment from the Central Cornercial Durous for lower prices, micker delivery, etc.
- 7. Further control is exerted through officers, located in the Hotel Imperial, to from all USIA organizations have to apply thenever they must to ship goods in and/or out of lower Austria and Vienna. Those officers issue transport permits for goods to be shipped in and/or out of Lower Austria on behalf of UCIA. At present there is a complete ban of shirring the following USIA-owned goods out of Lover Austria:

Copper, tin, load, wine, brase, bronze, sheet metal, tubing of all liameters, rubber, cesium rerenny.

8. All Soviet dorregrondence, letters, and orders between Boll firms and USIA with Moscow are regarded as classified and are always carefully guarded and locked up. All onfee and strong boxes are scaled with a red raper scal at might, and their keys are in the resessation of only one rerson who is assigned direct responsibility for their contents.

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